

**Preparation
of
Records for
Temporary
Storage**

PREPARING RECORDS FOR TEMPORARY STORAGE

- Records should remain in their folders in proper sequential order (alpha, numeric, alpha-numeric, etc.).
- When preparing the records, remove notebooks, spiral binders (plastic and metal), metal fasteners, clasps, computer printout binders and hardback books. Do not include audio or videotapes, microfilm or microfiche, or magnetic tapes. Do not put rubber bands around files to hold them together, as they will tear the documents.
- To expedite retrieval, we suggest papers be in order within the file folder. If certain papers are referred to more often than others (e.g. permits, history sheets, school transcripts), these should be placed to the front of the folder. If other than a sequential order is to be utilized, the arrangement should be noted and followed.
- Files are to be placed in cubic foot boxes, facing the front of the box in an upright position, and in sequential order. Do not over-stuff boxes. There should be approximately one inch of space at each end of the box.
- Boxes may be purchased on State of Delaware contract from the Paige Company. Ordering information is available under the Services for Government link on the Delaware Public Archives website (archives.delaware.gov).
- A content list, which consists of all files in consecutive order within the box (names, case numbers, dates, etc.), must be created in MS Excel. If Excel is not available, the content list may be created in a Word table or MS Access. If using a word processing program other than Word, the file should be saved in Rich Text Format. **Handwritten content lists will not be accepted.** A sample checklist format has been included below. The titles of the files on the content list must be in the same order as the arrangement in the box. Print the content list and place each sheet as the first item in each box. For example, the content list for box 1 in the front of box 1; list for box 2 in front of box 2, etc.
- Standard cubic foot boxes (brown) should be labeled with a **black** magic marker. Masking tape, mailing labels, white paper, etc. are not to be placed on the boxes, as they will fall off over time. If the box has been used before, you may black out the previous information and use the other end of the box if it is clear of any writing. The following information must be indicated on each box (see sample box labeling below):
 - Box 1 of 2, 2 of 2, etc.
 - Department Name and Record Group Number
 - Division/Section
 - Contents: Title of Records and Series Number (taken from the retention schedule), Year of Records
 - From: A Thru: D, **OR** From: #001 Thru #010, etc.
- Place each checklist sheet inside its appropriate box. Ensure that the cubic foot boxes are correctly numbered to coordinate with the sequence of the records, for instance FY00 records Box #1, FY01 records Box #2, FY02 records Box #3, etc.
- Once the boxes have been prepared, access should be strictly monitored. When files are removed, a completed out card should be put in its place (see sample below). Just prior to transfer, the files should be rechecked to verify they were returned to the box. If, for some reason, the file cannot be sent, remove the file from the content list and reprint the list.
- Prepare a Transfer Document. Be sure the transfer document is filled out completely (see sample below). **Do Not Abbreviate.** Record Series and Series Title must be the same as the retention schedule. A separate transfer document must be completed for each record series. An electronic Transfer Document may be obtained from the Services for Government link on the Delaware Public Archives website (archives.delaware.gov).

➤ The content list and your transfer document are to be attached to an e-mail and sent to your Information Resource Specialist. Once the transfer document and content list have been received and approved, you will be notified of the scheduled date (a) to deliver the records to the Delaware Public Archives, or (b) that the storage vendor will be onsite to pick up the boxes. **NOTE:** Once the records are in the custody of either the Delaware Public Archives or the off-site storage vendors, a copy of the Transfer Document will be returned to you with the assigned barcode numbers and location. **Please Keep This For Your Records.**

➤ If it is necessary to request a file while it is in temporary storage, the request must be made by your agency Records Officer or Authorized Agent. Requests may be made with a Record Services Form (see DPA website for electronic form). Once completed, it may be submitted via e-mail to ***Ready Records (MailBox Resources)***.

SAMPLE

OUT CARD

Description of records: Hearing Records 2000

Brown, Charlie

Agency and/or individual requesting records: Div. of Public Health/Kent County Health Unit

Bill Brown

Date Pulled: 12/2/06

Record Pulled By: Sue Adams

OUT CARD

Description of records: _____

Agency and/or individual requesting records: _____

Date Pulled: _____

Record Pulled By: _____

SAMPLE BOX LABELING

Use the example below to label your boxes.

Please print using black magic marker only. Do Not Abbreviate!

Do not over-stuff boxes. There should be approximately one inch of space at each end of the box.

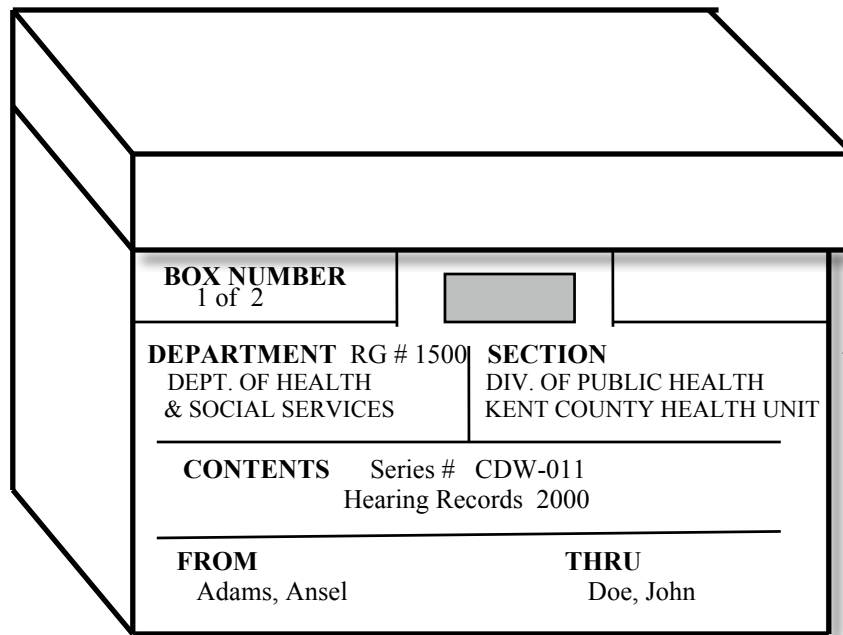


Diagram of an older Paige box. The label is divided into several sections. At the top left is 'BOX NUMBER' with '1 of 2' below it. To its right is a grey rectangular placeholder. Below 'BOX NUMBER' is 'DEPARTMENT' with 'RG # 1500' and 'DEPT. OF HEALTH & SOCIAL SERVICES' below it. To the right of the department is 'SECTION' with 'DIV. OF PUBLIC HEALTH' and 'KENT COUNTY HEALTH UNIT' below it. Below these is a line, then 'CONTENTS' with 'Series # CDW-011' and 'Hearing Records 2000' below it. At the bottom is 'FROM' with 'Adams, Ansel' below it, and 'THRU' with 'Doe, John' below it. An arrow points to the label with the text 'OLDER PAIGE BOXES'.

BOX NUMBER 1 of 2		
DEPARTMENT RG # 1500 DEPT. OF HEALTH & SOCIAL SERVICES	SECTION DIV. OF PUBLIC HEALTH KENT COUNTY HEALTH UNIT	
CONTENTS Series # CDW-011 Hearing Records 2000		
FROM Adams, Ansel	THRU Doe, John	

← OLDER PAIGE BOXES

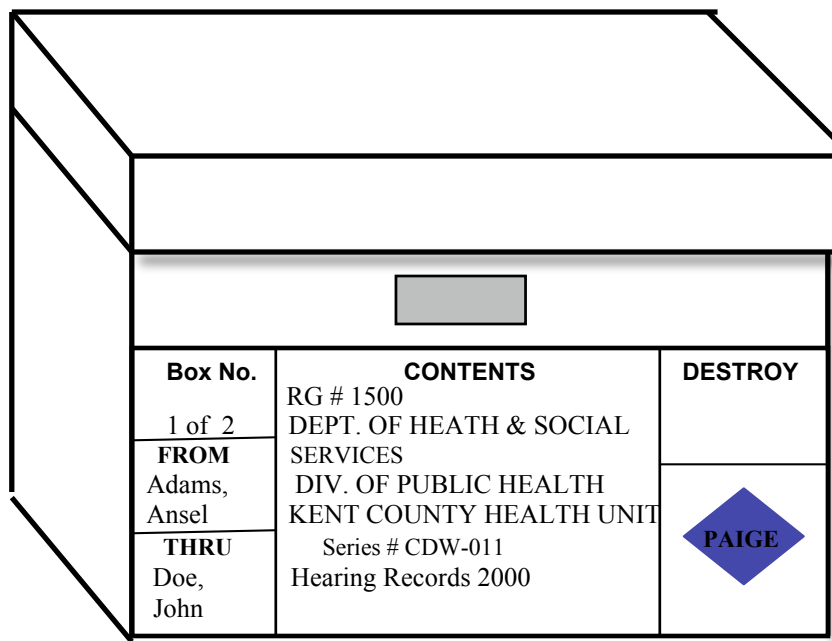


Diagram of a newer Paige box. The label is divided into three main columns. The left column has 'Box No.' with '1 of 2' below it, 'FROM' with 'Adams, Ansel' below it, and 'THRU' with 'Doe, John' below it. The middle column has 'CONTENTS' with 'RG # 1500', 'DEPT. OF HEATH & SOCIAL SERVICES', 'DIV. OF PUBLIC HEALTH', 'KENT COUNTY HEALTH UNIT', 'Series # CDW-011', and 'Hearing Records 2000' below it. The right column has 'DESTROY' at the top and a blue diamond with 'PAIGE' inside below it. A grey rectangular placeholder is at the top center. An arrow points to the label with the text 'NEWER PAIGE BOXES'.

Box No. 1 of 2	CONTENTS RG # 1500 DEPT. OF HEATH & SOCIAL SERVICES DIV. OF PUBLIC HEALTH KENT COUNTY HEALTH UNIT	DESTROY
FROM Adams, Ansel		
THRU Doe, John	Series # CDW-011 Hearing Records 2000	PAIGE

← NEWER PAIGE BOXES

SAMPLE CONTENT LIST

CONTENT LISTS MUST BE IN ONE OF THE FOLLOWING FORMATS:

1. Excel (Preferred Format)
2. Word Table (When using other word processing programs, save in Rich Text Format.)
3. Access

Please Contact Your
Information
Resources
Specialist to
customize the
content list for your
records.

1	2	3	4	5	6	7	13	8	9	14	10	11	15	16	
RG	RC Series #	Begin Date	End Date	Department Organization	Division	Section	Series Name	Case # ID #	Last Name	First Name	Type of Case (or other pertinent info if needed)	Disposition Date	Agency Box #	Archives Box #	Archives Use TD #
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Adams	Ansel		2076/01	1 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Brown	Charlie		2076/01	1 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Cooke	Sam		2076/01	1 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Couric	Katie		2076/01	1 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Doe	John		2076/01	1 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Easter	Happy		2076/01	2 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Floyd	Pink		2076/01	2 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Gates	Bill		2076/01	2 of 2		
1500	CDW-011		1995	Department of Health & Social Services	Division of Public Health	Kent County	Hearing Records		Hood	Robin		2076/01	2 of 2		

Columns: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 are mandatory.

Columns: 12, 13, and 14 are optional depending on type of records.

Columns 15 and 16 are for Archives Use Only.



